



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS III CORPS AND FORT HOOD
FORT HOOD, TEXAS 76544-5028

AFZF-GC (200-1a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood Recycling Action Team

1. I hereby establish the Fort Hood Recycling Action Team, with the duties and responsibilities described below.

2. Recycling Action Team.

a. The Action Team serves to fulfill the installation's Qualified Recycling Program.

b. The Action Team is action oriented and assists the Installation Recycling Program Manager (RPM) in overseeing installation recycling programs and policies.

c. The Action Team recommends action on matters to the RPM. The RPM reports the items that cannot be resolved by the Action Team to the Chairman of the Recycling Advisory Committee (RAC), the Garrison Commander, at the quarterly RAC meetings.

3. Composition.

a. The RPM is the chairperson of the Action Team.

b. Action Team members are:

(1) Director, Public Works, Recycle coordinator;

(2) Director, Community Activities, Recycle coordinator;

(3) Director, Logistics, Recycle coordinator;

(4) ACofS, Resource Management, Recycle coordinator;

(5) Director, Contracting, Recycle coordinator;

(6) Staff Judge Advocate, Environmental Law Attorney;

AFZF-PW-ENV

SUBJECT: Fort Hood Recycling Action Team

- (7) Inspector General's Representative;
- (8) Village Mayors' Representative;
- (9) Defense Reutilization and Marketing Office, Recycle coordinator;
- (10) All MSC Recycle coordinators;
- (11) All tenant unit Recycle coordinators assigned to Fort Hood

c. The RPM is the custodian for the Action Team.

4. Duties. The Action Team has responsibility for the direction, performance, and oversight of all aspects of the installation and origination-recycling programs. At a minimum, the Action Team shall:

- a. Ensure that the recycling program complies with applicable laws, Executive Orders, DOD, DA, and FORSCOM policies and regulations, and state requirements.
- b. Establish and monitor program objectives, which meet or exceed the DOD Measures of Merit, maximize recycling of materials, and minimize solid waste disposal.
- c. Make recommendations to the RAC concerning the improvement of the recycling program.
- d. Explore and encourage new and innovative methods of recycling materials.
- e. Explore new types of materials to collect.
- f. If applicable, report allegations of fraud to the appropriate authorities.

5. Meetings.

- a. The Action Team will meet at least 30 days prior to and 30 days after the RAC meeting. The Chairperson may call special meetings at any time.
- b. The Custodian will provide an agenda to Committee members at least 2 weeks before each quarterly meeting.

AFZF-PW-ENV

SUBJECT: Fort Hood Recycling Action Team

c. Members are expected to attend all meetings. At the discretion of the Chairperson, a member who is unable to be present at a meeting may send a designated representative in his or her place.

d. The Custodian will record the minutes of the meetings and make them available to the Committee members and to the public within two weeks of the meeting.

e. Committee members whose directorates are responsible for meeting DOD Measures of Merit goals will report their compliance status at the Recycle Action Team meeting. The Custodian will brief the installation-wide status at each quarterly meeting.

Original Signed
DAVID B. HALL
COL, AR
Garrison Commanding

AFZF-PW-ENV

SUBJECT: Fort Hood Recycling Action Team

DISTRIBUTION:

ACofS, RM
Adjutant General
Corps Air Defense Officer
Force Integration Officer
Headquarters Commandant
Public Affairs Officer
Staff Judge Advocate

CDR, Headquarters Command
DIR, Community Activities
Contracting
Dental Services
Health Services
Logistics
Public Works
Installation Aviation Officer

CDR, 1st Cav Div
4th Inf Div
13th Corps Support Command
3d Sig Bde
21st Cav Bde (Air Combat)
89th MP Bde
504th MI Bde
3d Pers Gp
13th Fin Gp

AAFES
Defense Commissary Agency
Defense Automated Printing Service
DRMO
DENTAC
District Engineer
TEXCOM
HHD, 11th MP Bn, 6th MP Gp, USACIDC
NCO Academy
U.S. Air Force Liaison Officer/HQ3ASOG

MEMORANDUM FOR

ACofS, RM
Inspector General
Public Affairs Officer
Staff Judge Advocate
DCA
DOC
DOL
Defense Reutilization and Marketing Office

SUBJECT: Fort Hood Recycling Action Team--ACTION MEMORANDUM

RELEASED FOR COORDINATION ONLY

1. The enclosed staff action is released for coordination and forwarded for your review and comments.
2. Written comments should conform to the formats prescribed in FH Reg 1-10.
3. Your concurrence/nonoccurrence and review comments should be returned to this office before 1 November 1998.
4. Point of contact is Mr. JayCee W. Turnquist, DPW, Recycle Business Manager, 287-2336.

Encl

RICHARD W. CRAIG
COL, EN
Director of Public Works